

TRANSMITTAL SLIP		DATE 17 December 86
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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

Executive Registry

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PUBLIC AFFAIRS

Phone: (703) 351-2053

17 December 1986

Mr. T. M. White
Potomac Chapter
National Military Intelligence Association
P.O. Box 9324
McLean, Virginia 22102

Dear Mr. White:

This is to confirm arrangements for CIA Deputy Director Dr. Robert M. Gates to address the Potomac Chapter National Military Intelligence Association on Thursday, 15 January, at Bolling Air Force Base NCO Club.

According to our conversation, the reception will begin at 11:30 a.m., lunch at 12:00 noon and his remarks at approximately 12:30 p.m. The proposed format is 25 minutes of remarks followed by 10 minutes of Questions and Answers. Adjournment is scheduled for 1:00 p.m. As we agreed, neither representatives of the media nor foreign nationals will be in the audience. A microphone and podium will be available. We would appreciate your taping the speech for our historical records.

Please send a brochure on your organization, a list of attendees, and if possible short biographies on those individuals that Dr. Gates will be meeting and any other pertinent information on arrangements. Enclosed as you requested is a biography of the Deputy Director. If you have any further questions on the arrangements for the event or if there is anything I can do to help you, please feel free to call me on (703) 351-2053.

Sincerely,

[Signature Box]

Public Affairs

Enclosure